

BEREWOOD PRIMARY SCHOOL



Children Missing Education Policy

2020-2021

Approved and adopted by School	February 2021
Responsible Person	Ricky Leigh (head teacher)
Responsible Committee	Full Governing Body
Ratified by GB	March 2021
Next Review	Autumn 2021



BEREWOOD PRIMARY SCHOOL

A distinctive vision

At Berewood Primary School we see education as a journey of discovery to fire the imagination, to establish a sense of self, and to gain the confidence to take full part in the wider world.

An ethos of local partnership

Berewood Primary School and the University of Chichester school Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

CHILDREN MISSING EDUCATION POLICY

This policy should be read in conjunction with the following policies:

- Admissions
- Attendance
- Child protection and safeguarding
- Exclusion
- Special Educational Needs

1. Policy statement

Through the operation of this policy we aim to:

- protect the health and safety of pupils at the school;
- ensure that school staff know how to respond if a pupil goes missing.

This policy:

- applies to staff (including volunteers and students), pupils and parents at The Globe Primary school

- should be read with the Child Protection and Safeguarding Policy and Procedures; and
- is a mandatory requirement of Keeping Children Safe in Education (Department for Education (DfE)), 2020.

The procedures in this policy may be adapted as necessary. The Headteacher and the Deputy Headteacher have a wide discretion in relation to the procedures in this policy.

This policy is provided to all staff and is available to parents and pupils from the School or review the policy on the school website.

2. Responsibility

The day to day management of the school is carried out by the Headteacher via the scheme of delegation. In practice, all members of staff contribute to the safety of pupils at the school by providing appropriate supervision in accordance with the directions of the Headteacher and Senior Leadership Team. Academies are under a general duty to supervise pupils to the standard of a prudent or careful parent.

Any member of staff responsible for a class or group of pupils at the beginning of the day must take the register, record any absences and return it to the school office promptly, to ensure that any follow-up action can be taken and that accurate 'live' records are kept.

Any member of staff who realises a pupil is missing during the day or sees a pupil in a place where the pupil should not be has a duty to inform the relevant class teacher or the school office or a senior leader without delay.

3. School procedure for an absent child

A child's safeguarding risk will be assessed using any safeguarding information and/or thresholds known to the school. For example, assessments will be based on concerns such as: is there a risk of forced marriage, child sexual exploitation, domestic abuse, radicalisation, honour-based violence? If the judgement is that the child is at risk of harm, the school will contact the police or social care immediately. In such cases, the school's designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child.

If a pupil is absent, a designated member of office staff will endeavour to contact the parent or carer on the first day of absence and continue to make every effort to locate the pupil.

The school will follow the procedure below.

Day 1 phone call

Response from parent/carer	Next step to be taken by school
A staff member telephones the child's home to seek reasons for the absence.	If there is no answer, school send a text message. Call back. Risk assess after 2 hours. The school may complete a home visit or request a police 'safe and well' check if the vulnerability is considered high.
The parent/carer answers the call, and confirms the child is safe with them.	Ask for reason for absence and record on your school's attendance management system (SIMS)
The person answering is not the parent/carer and the school is not reassured that the child is home safe.	The school's designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child The school may complete a home visit or request a police 'safe and well' check if the vulnerability is considered high.
The parent/carer answered the call, the child is not with them or safe and the parent is concerned	School to advise the parent/carer to: <ul style="list-style-type: none"> - Contact the local police station to inform them that the child is missing - Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child - Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment - Report back to school if the child is found or remains missing <p>The school will make a referral to Children's Services</p>

If the judgement on Day One is that there is reason to believe that the child is at risk of harm the school will contact Children's Services MASH immediately on: 0300 555 1384 (out of hours 0300 555 1373)

OR

If the judgement on Day One is that there is no reason to believe that the child is at risk of harm, the school continues to make enquiries and informs the Hampshire County Council Children Missing Education Team on Day Ten that the child is missing education.

Day 2 – Follow up phone call

A subsequent telephone call must be made either from the school registered landline (or preferably a mobile phone so that the date and time of the call is logged independently. The mobile number may need to be obscured if the phone being used is not a school mobile phone).

Day 3 – Write to/email parents

The school will write or email to the parent in plain English, asking for contact to be made with the school immediately. The parents/carers will be given 3 working days to make contact and if the school is aware that English may not be the parent's first language, the letter will be, wherever possible, copied into a language that may be more accessible.

Day 5/6 – Home visit

The school will arrange a visit to the home address either by themselves or by requesting a police 'safe and well' check dependent on vulnerabilities identified through a risk assessment.

Once the school has completed these checks (or within 10 days, whichever is earlier) and the child has still not been seen and the parents/carers have not made contact with the school either, the school will report the child as missing from education, following this Child Missing Education Policy.

If the Academy become aware of any child who is not receiving an education we will contact:

Children Missing Education (CME) Tracking Officer
Admissions Team
Hampshire County Council
Elizabeth II Court North (2nd Floor)
The Castle
WINCHESTER SO23 8UG

Tel: 01962 845363 Fax: 01962 845093

Or email the **Child at risk of missing an education form** to cme@hants.gov.uk

However, if the school is at all concerned about a child's safety i.e.

- a serious concern about the safety of a child
- a concern that a child is being harmed or is at risk of being harmed
- a worry that a child is living in circumstances where they are treated badly and not cared for properly we will URGENTLY contact:

Hampshire Children Services immediately

Monday to Friday, 8.30am to 5pm, phone 0300 555 1384

At all other times, contact the out-of-hours service, phone 0300 555 1373

Professionals should complete the [Inter Agency Referral Form \(IARF\)](#) to report child welfare and safeguarding concerns.

4. Procedure for pupil missing during the day

For pupils identified as 'at risk' of going missing from school premises, an individual plan and risk assessment will be put in place in order to help keep the pupil safe and minimize the risk of the pupil going missing.

If a member of staff or volunteer notes that a pupil is missing from wrap around care, class or other school activity, they should contact the school office immediately.

The school office will then:

- check the child's timetable for that day
- check with the class teacher/group leader whether the pupil has reported sick or has an appointment
- check the list of activity lessons
- contact the other in-school facilities in case the pupil is there

If the pupil cannot be found following the above investigation, the member of staff/volunteer will notify the Designated Safeguarding Lead, or, in their absence, the Deputy Designated Safeguarding Lead. The member of staff/volunteer will conduct an initial search of the school and the vicinity using assistance from the school office/caretaker as available or required. The Headteacher will be kept informed by the Designated Safeguarding Lead.

As part of the initial search process, the pupil's fellow peers/classmates will be asked if they have any knowledge of the missing pupil's whereabouts.

If the pupil is found on site or in the vicinity, the school staff will make a concerted effort to persuade the pupil to return to the school. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents/carers in such circumstances.

If the pupil is not found after the initial search, the Designated Safeguarding Lead will ring the school office to register the pupil as missing together with any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils.

The Designated Safeguarding Lead will contact the pupil's parents/carers at this point and the situation must be reported to the school's Senior Leadership Team along with the relevant details. All decisions on contacting parents/carers should be made by the Designated Safeguarding Lead.

If the subsequent search is unsuccessful, the Designated Safeguarding Lead will contact the police after consultation with the parents/carers (where appropriate) and provide the police with the information listed in section 5, as well as any other information reasonably requested by the police. A decision will be taken in accordance with the school's Child Protection and Safeguarding Policy and Procedures as to whether the school should also contact children's social care in line with local procedures.

5. Procedure for pupils missing during a school trip or during or following a journey

If a pupil is missing from a school trip or has not arrived at the school following a journey, the member of staff in charge will:

- check whether there were any delays or changes to the journey

- check with other pupils and accompanying parent and ask them if they have any knowledge of the missing pupil's whereabouts
- contact the venue or the people that the pupil had visited, if applicable
- contact where the pupil was staying, if the trip was residential
- contact hospitals, the Police and the parents/carers.

6. Information to be provided to the Police

When the school contacts the Police, the following information should be provided:

- the pupil's name
- the pupil's age
- an up to date photograph if possible
- the pupil's height, physical description and any distinguishing physical features
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil or their friends or classmates
- an appropriate contact name/details at the school.

The information will then be passed to the various police stations through police channels and no further notifications from the school should be necessary.

7. Missing pupil incident book and reporting to governors

The school must keep a full written record of any incident of a missing pupil including:

- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- the action taken to find the pupil
- whether the Police or children's social care were involved
- outcome or resolution of the incident
- any reasons given by the pupil or any other party for them being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved.

A full written record of the incident will be kept on the pupil's file.

The Designated Safeguarding Lead will inform the governor with responsibility for safeguarding to enable any appropriate action or review by governors to take place.

8. Children missing from education

The school shall inform the applicable local authority (within which the pupil resides when not at the school) of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents/carers and is being educated outside the school system e.g. home education or abroad;

- have ceased to attend the school and no longer lives within reasonable distance of the school;
- have been permanently excluded;
- have been withdrawn from the school and we are unable to confirm the name of their new school.

The applicable local authority must be notified as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. This will assist the local authority to:

- fulfil its duty to identify children of compulsory school age who are missing from education; and follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect, sexual exploitation or radicalisation.

The school shall inform the applicable local authority of any pupil who:

- fails to attend the school regularly; or
- has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in the absence of such agreement, at intervals determined by the Secretary of State).

School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the school's Child Protection and Safeguarding Policy and Procedures if any absence of a pupil from the school gives rise to a concern about their welfare.

9. **Monitoring and Evaluation**

This policy shall be reviewed every year as part of the school's annual review of safeguarding, and updated as necessary. In undertaking the review the Designated Safeguarding Lead will take into account any incidents in the Missing Pupil Incident Book that indicate that there may be a problem with supervision, pupil support or security at the school and any issues raised by individual members of staff, parents and pupils.